



Fund Development Coordinator

Type: Full-Time (40 hours per week)
Reports To: Vice President, Stakeholder and Community Engagement
Direct Reports: None

About Habitat for Humanity

Habitat for Humanity is one of the most trusted and recognized non-profit brands in the world. Habitat for Humanity Southern Alberta ("Habitat") is one of the only affordable home ownership providers in Southern Alberta, addressing a critical need in our community – helping families achieve housing stability.

Through Habitat, kids can put down roots and parents can start planning for a brighter future in a safe and secure neighborhood. With the help of sponsors, donors, community partners and volunteers, Habitat builds quality homes and helps families enter the housing market by purchasing homes through our affordable mortgage program.

These no interest mortgage payments are used to build more homes for more families, creating a cycle of paying-it-forward and a sustainable financial model. Home ownership builds long-term stability and independence for families, while offering lasting, tangible benefits to our entire community.

Habitat is also fortunate to have one of the largest and most successful ReStore operations in Canada. The ReStore is a social enterprise that sells new and gently used furniture, appliances, and building materials. Products are donated by businesses and households, and with three retail outlets, the ReStores are a large enterprise, contributing over \$1M annually to Habitat's mission.

Habitat for Humanity Southern Alberta was established in 1990 and now works in 13 communities across Alberta, managing a portfolio of approximately 250 families, with a multi-million dollar construction and land development program. To date, Habitat has partnered with over 300 families, impacting the lives of more than 1,000 children.

Habitat is a complex organization with several different operating components to its whole, each bringing its own unique and connected set of challenges in support of our sustainable financial model: an affordable homeownership program, a land acquisition and construction program, a volunteer program, multiple fundraising programs, community relationship building and the ReStore retail outlets.

Success at Habitat is when the entire organization works together to dramatically increase impact, while having fun and learning along the way. The culture at Habitat is built on passion and purpose.

Key Responsibilities

The Fund Development Coordinator is responsible for assisting the Fund Development Team for donor relations and stewardship activities, as well as fundraising activities. This position plays an integral role in the success of Habitat for Humanity Southern Alberta fundraising and donor stewardship efforts.

- Assist and coordinate issuing tax receipts and thank you letters for all donations.

- Assist in tracking donor relations and stewardship activities.
- Ongoing data entry, proof-reading, photocopying and filing as required.
- Arrange meetings, prepare draft agendas, minutes and related follow-up correspondence for Fund Development Team meetings and other committee meetings.
- Assist with maintaining a successful and integrated donor relations program that strategically targets all levels of giving as defined by the Fund Development Team.
- Collaborate with the Marketing Department in the development and implementation of strategic donor communications in multiple channels in a timely fashion. This includes, but not limited to, social media, Annual Report, Annual Giving Campaigns, Press Releases, etc.
- Assist in completing all stewardship events such as home dedications and ground-breaking events, as required.

General:

- Able to articulate HFHSA's compelling case for support to a variety of stakeholders clearly.
- Adhere, at all times, to ethical fundraising standards.
- Work collaboratively with Fund Development and Marketing Teams to analyze and evaluate past campaigns.
- Aid in the implementation of effective individual giving, monthly giving and major event campaigns.

Qualifications**Experience & Education:**

- University Degree/College Diploma or relevant experience in Business, Marketing or Fund Development.
- Minimum of 1-year direct experience in Donor Relations or Fund Development, is preferred.
- Minimum of 1-year experience coordinating, writing and producing direct response fundraising appeals including direct mail, newsletters and donor calling, is preferred.
- Proficiency in Salesforce or equivalent customer relationship management platform an asset.
- Proficiency in MS Word, Excel and Outlook. Experience with Office 365 and SharePoint, is an asset.

Skills & Qualities:

- A passion for donor-centric communication and fundraising.
- Effective communication style. Ability to write clear and engaging messaging that resonates with intended audiences.
- Proven ability to help coordinate projects with multiple stakeholders and help deliver campaigns on time.
- Highly organized with ability to work to strict deadlines.
- Detail-oriented with proven capacity to check your own work.
- Exceptional interpersonal and communications skills.
- Good listening and interpretive skills.
- Demonstrated professionalism, tact and maturity in handling highly sensitive and confidential information ethically and with discretion.
- Conduct background research on a variety subjects, corporations and individuals.



- Ability to communicate the values and programs of Habitat for Humanity Southern Alberta in a way that lets donors understand how their support makes a difference.
- Strong values aligned with Habitat's mission, demonstrated through work or community service.

Please send your Cover Letter and Resume to jobs@habitatsouthernab.ca by **March 31, 2024** with **Fund Development Coordinator** in the subject line.

Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.